

CAREER OPPORTUNITY ANNOUNCEMENT
Personal Services Contract

POSITION TITLE: DEPUTY DIRECTOR - SUPPORT
SALARY: \$5200/MONTH
WORKSHIFT: Determined by the Director of Lincoln's Challenge Academy
LOCATION: Rantoul, IL
LCA #21-020

AREA OF CONSIDERATION: N/A

EXAMPLE OF WORK:

Under the administrative direction of the Director, assists in the supervision, management, oversight and direction of the Lincoln's Challenge Academy. Assists the Director by formulating and implementing policies, procedures, and providing overall administrative and management support. Oversees the management and direction of the Academy in the discretion of the Director.

1. Directly supervises personnel and program operations of the LCA, to include Outreach and Admissions, Budget, Facilities Maintenance, Logistics, Management Information Systems, Security, Medical and Public Affairs operations and sections of the Academy. Participates in the selection, training and assessment of subordinate staff and initiates personnel actions as necessary
2. Evaluates performance and discusses disciplinary concerns with departments, recommends action and imposes discipline when required of subordinate staff to include recommendations for discharge.
3. Assists in the formulation and installation of policy, rules, and regulations for applicants and post residential graduate cadets. Assists the Director in administration of the program and various phases of LCA activities. Provides oversight candidate application process, Facilities Maintenance,
4. Facilitates monthly programmatic meetings to review budget planning, manning assessments, program budget advisory council and State Advisory Board meetings provide to insure the program meets stake holder expectations within the Department of Military Affairs, United States Property and Fiscal Office and other State and municipal leaders. Resolves conflicts as necessary.
5. Regularly conducts outreach throughout the state in conjunction with the Lincolns Challenge Regional Coordinators to solicit mentors, educational and vocational opportunities for both resident and post residential cadets. Establishes engagements for students to participate in to encourage community relations and support.
6. Regularly participates in residential activities with cadets, mentors and guardians to evaluate and recommend improvements to increase program performance.
7. Serves as the proponent authority for policies, procedures and regulatory guidance associated with the functions of the Deputy Director position. Develops policies, procedures and other guidance needed to implement and execute the duties, responsibilities and functions of this position description.

8. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

(LCA #21-020 continued)

Requires the knowledge, skill, and mental development equivalent to the completion of 4 years of college with coursework in administration of the social sciences and 7 years of progressive supervisory /administrative military experience. Requires active membership in the Illinois National Guard, any Reserve Component, or retired (20 years or through TERA Program) from United States Armed Forces. Must acquire and maintain a Common Access Card issued by Department of Defense for computer and building access.

KSA's: Requires extensive knowledge of the methods and techniques of developing and conducting programs. Requires ability to supervise employees and enforce the policies of the Director firmly, impartially, and quickly. Requires the ability to establish and maintain satisfactory working relationships with employees, public officials, and the general public. Requires ability to speak before professional and lay groups. Requires ability to analyze, evaluate and assess program effectiveness and return on investment. Requires the ability to assist subordinates develop effective leadership and management practices. Requires ability to plan, organize, and coordinate programs and activities of staff. Requires a valid Illinois driver's license.

ALL APPLICATIONS MUST BE COMPLETE: Those applications that are received missing any required information or documents will **NOT** be considered. Prior military personnel must attach a copy of their DD214 to their application.

DOCUMENTS THAT CANNOT BE ACCEPTED: Photographs, copies of position descriptions, performance ratings, awards, and letters of appreciation.

EMPLOYMENT STIPULATIONS:

- This is an announcement for a Personal Services Contract for the Lincoln's Challenge Academy and the State of Illinois. At this time, this contract does not provide for medical, dental or life insurance and state retirement plans are not available. Specific questions regarding benefits should be directed to the point of contact on this announcement.
- Prior to hiring, a federal background check for computer access is required.

EQUAL OPPORTUNITY: The Lincoln's Challenge Academy is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, member or non-membership in an employee organization or any other non-merit factor.

WHERE TO SUBMIT: Applications must arrive no later than the closing date specified on this announcement. Call or e-mail and receive a DMAIL-LCA Form 210 (Employment Application) and a Release of Information Form, or obtain documents at our website: www.lincolnschallenge.org
Mail, email or fax documents to:

Lincoln's Challenge Academy
ATTN: Sherri White-Taylor, Human Resources Manager
212 W. Borman Avenue
Rantoul, IL 61866
(217) 892-1302

FAX: (217) 892-1385
sherri.white-taylor.ctr@mail.mil

Date Posted: 29 April 2021

Closing Date: 10 May 2021